

College of San Mateo Committee on Teaching and Learning (CTL)

Minutes

Monday, August 28, 2:30 to 4:30

Zoom: <https://smccd.zoom.us/j/83208189628?pwd=Tm9lV25lQk1Y2b1lVa3pMc0dVb1UT09&from=addon>

All members of the campus community are welcome to attend CTL meetings.

Required membership:

Present:

Co-chairs	TBD, Student Learning Outcomes Assessment Coordinator Susan Khan, Professional Development Faculty Coordinator	x
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Design Faculty Teresa Morris, Library Faculty	X X
ASCSM	vacant vacant	
Business/Technology	vacant vacant	
Classified Senate	Alicia Frangos, Student Success Coordinator vacant	x
Counseling	vacant Zulema Esparza, Counseling Faculty	X x
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology Faculty vacant	x
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Briana Avilla, Communications Faculty vacant	x
Math/Science	Kazumi Tsuchiyose, Math Faculty Yelena Feinman, Math Faculty	X x
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	
Instructional Technology	Erica Reynolds, Instructional Technologist	x
PRIE	Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager Heeju Jang, Planning & Research Analyst	x

Guests: Madeleine Murphy

- I. Order of Business, 2:30-2:40
 - a. Approval of the Agenda

Agenda was approved, with following change:

-Natalie Alizaga cannot be a Classified Senate rep, since she is not Classified. For now, adding her to a PRIE category

- b. Approval of [Minutes](#)

Decided we didn't have to officially approve minutes from last time (since most weren't there), but took a look and those who were there gave it thumbs up.

- c. Public Comment
- II. Information Items, 2:40-3:35
 - a. Introductions (Susan, 10 min)
 - b. SLOAC/Co-Chair Appointment; Membership Recruitment (Susan, 5 min)

SLOAC has not been appointed yet.

We have a number of vacancies. Susan will continue to reach out about membership.

Question about who ASLT reps are: Teresa asked whether we are following the AS model of representation (2 reps per division) or a different system. Might be part of a larger conversation about whether CTL properly belongs in Academic Senate, because so long as its part of AS has to have two reps per division (and not additional voting members), so she would be here as 2nd faculty rep (in addition to Juileth) Erica R clarified she is here as part of her role, as Instructional Technologist.

Question about who Classified Reps are: Alicia Frangos is rep from Classified, rather than counseling.

- c. Background/Charge of the Committee (Susan, 10 min)

Susan shared [slides on the background/charge of the committee](#)

Teresa clarified that Library Advisory Committee withdrew from this committee because CTL wasn't right format for advisory work (influencing resource requests, for example).

In summary of "Key Deliverables," points of clarification:

-Madeleine: this committee supports the Service Area Outcomes, though ultimate responsibility for those lies elsewhere.

-Madeleine: we as a committee need to create and marshall the ILO assessment process. Can't be tackled through Program Review Process. Needs to happen outside Program Review.

-Natalie: what about deliverable mentioned on the website of some kind of report after Great Read? Madeleine clarified we've only had one report in the past (pre Covid) and that that report could take multiple forms. Natalie mentioned helpfulness of some kind of report/presentation for entering into ACCJC report.

- d. Update on PD: August Flex Days, Culturally Responsive Pedagogies and Practices Grant, New Faculty Institute (Susan, 10 min)

Susan shared a PD update, contained in her [slides on the background/charge of the committee](#)

- e. Update on Assessment: Program Review Deadline, Workshops (Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager, 10 min)

Natalie shared the [Program Review website](#) to demonstrate the data that people can access and resources provided to support the program review process. Due date is 29th at 4:30. Workshops have been set up for people to work on it and get support. Teresa asked whether Learning Communities are expected to do Program Review (sometimes expectation hasn't been communicated to them in time), and Natalie's understanding is that they are, so will reach out to everyone to make sure they know the expectation.

- f. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (10 min)

July shared from Curriculum Committee that a group within Curriculum are developing a set of guidelines around applying an equity lens in the curriculum update process. Teresa also did work around that during Sabbatical. July wonders how this work could also be shared more broadly, beyond Curriculum Committee and will keep us updated.

III. Stretch Break, 3:35-3:40

IV. Discussion Items, 3:40-4:30

- a. Committee Practices/Expectations (10 min)

Suggestions of qualities of effective committees/participation:

-Teresa: Clear agenda that includes something that can be done/accomplished during the meeting

-Natalie: avoiding getting too mired in details/process and focusing on clear tasks we can get done

-July: space to reflect, but also clear tasks to address

- Brianna: small breakout group collaborations and share outs
- Alicia: sticking to agenda and using a parking lot for ideas to come back to
- Madeleine: clarity around what we're doing, clear agenda
- Erica R: DEAC has successfully incorporated demos from each member of the cttee
- Susan: expectation that everyone do work also outside the meeting to move the goals along

b. Flex Day Feedback (20 min)

Susan shared data from Flex Day in her [slides](#)

Key takeaways included:

- there is demand for afternoon online sessions
- hybrid sessions do dramatically increase attendance
- attendance keeping is imperfect.

Feedback from the group:

- Alicia: frustrating for student services not to be able to hear Alok's presentation. In future, maybe can be closed more hours?
- July: badge swiping for attendance?
- Teresa: really enjoyed Alok, and format of discussion with Joshua, but long time for listening passively. Listening to someone joining us from his car was not engaging, not good.
- Natalie: Would have been nice to have some opportunity to process after Alok's talk
- July: Good variety of sessions; People assigned to multimodal classrooms need to know how to operate the rooms, or get support in learning how to use the room. Teresa: Could be added to the Proposal request form. Erica: For resource request, could give people opportunity to come in and practice, or provide consultation/scaffolding for leading a session.

c. Review of Last Year's Goals; Brainstorming for This Year (20 min)

Susan summarized goals from last year (in table below).

Brainstorming of this year's goals:

-Natalie: Ellen Young developed a great survey at Cañada that she might be willing to share

-Teresa: consider focus group on PD vs survey only

-Madeleine: meaningful ways to gauge/measure the ILOs in a cross-disciplinary way. Maybe as an activity at Flex Day? Group of faculty and student services, doing an activity to give rise to discussion about student competencies in that particular area. Have done in the past for a retreat/workshop for which people compensated, but no time for that. Finding a flex activity, therefore, would be great. Maybe working with Natalie?

-Teresa: Relooking at the ILOs? Have had them for a while. Librarians interested in having Information Literacy included. Probably have to look at them anyway, as part of our processes.

-Susan: Identifying/developing Persistence practices for our campus based in the research out there, that campus could adopt/promote more broadly.

Teresa shared an acronym list, especially for those new to the committee or to acronyms at CSM:

https://collegeofsanmateo.edu/ipc/docs/2021-2022/2021_9_1_CSMAcronymsforIPC.pdf

Next meeting: Sept 25, 2023 (2:30-4:30) on Zoom

2022-2023 Goals:

Goal	Priorit y?	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
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Revise Bylaws		<ul style="list-style-type: none"> Committee structure has changed; bylaws need to be revised Got feedback on changes 1/23 meeting 	<ul style="list-style-type: none"> Get feedback at our next meeting Discussed in Academic Senate 2/14, and AS suggested bringing back after addressing following: <ul style="list-style-type: none"> list of areas of focus. Broaden the scope? report to AS regularly (at every meeting) Should 2-year limit on chair position stay? what is the term limit for for SLOAC? Revisions approved in Senate. 	Completed
Streamline the "Great Read"		<ul style="list-style-type: none"> Too long and burdensome last year 	<ul style="list-style-type: none"> Clear instructions/context, to appear <ul style="list-style-type: none"> Online in communication with the Deans Moving this to next year 	Move to next year
Provide more guidance to faculty assessing SLOs and writing Program Review, on		<ul style="list-style-type: none"> Collaborate with other committees (esp EEC) to set up a Canvas 	<ul style="list-style-type: none"> Clearer instructions/context about realistic and 	Partial: Flex Day sessions, some Division meeting presentations

<ul style="list-style-type: none"> ○ interpreting their data ○ measuring progress towards equity ○ Identifying professional development to narrow equity gaps 		<p>shell/discussion space for developing measures of equity/professional development implications of our data, and to share resources (including discipline-specific resources) on equity-minded practices.</p> <ul style="list-style-type: none"> • Use conversation above to revise Program Review questions • See template created by Los Rios College? 	<p>effective assessment, to appear</p> <ul style="list-style-type: none"> ○ Revised questions in Program Review (reporting and about plans) ○ April Flex Day working session/drop-in hour/presentation ○ Online ○ Division meeting presentations (especially beginning of semester) 	<p>Continue with above and build online materials, revise Program Review process next year?</p>
<p>Gain a better understanding of PD needs</p>		<ul style="list-style-type: none"> • Develop a useful survey (one that does more than ask people what PD they think they need) • Improve Program Review process (see above) as another way to assess PD needs 	<ul style="list-style-type: none"> • PD Working Group: <ul style="list-style-type: none"> ○ Talk to PRIE about survey options ○ Examine surveys previously used/used elsewhere ✓ ○ Student survey tool ("What has worked well for you in this class?") ○ Review student panels on Zoom 	<p>Partial: Gathered information from sources listed, but develop survey tool next year?</p>

			<p>(previous Flex Days) ✓</p> <ul style="list-style-type: none"> ○ Review student anti-racism survey, focus groups data ✓ ○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer) ✓ ○ Input from Teeka and Faculty PD Cttee? ○ Improve feedback gathering on PD 	
Incorporate more PD for classified professionals that is enjoyable and promotes team building		<ul style="list-style-type: none"> • Scavenger hunt? • Other ideas? 	<ul style="list-style-type: none"> • PD Working Group: <ul style="list-style-type: none"> ○ Schedule scavenger hunt for April ✓ • Consult with Classified PD Senate for more ideas (Susan) ✓ • Implement technology training requested in Classified Senate ✓ 	Completed (but ongoing)
Increase collaboration institutionally and district wide		<ul style="list-style-type: none"> • Calendar of PD and shared PD district calendar would help • Limits on District collaboration until District provides support 	<p>Working Group:</p> <ul style="list-style-type: none"> ○ Pilot use of VRC to determine whether it would help w/ need for calendar of PD events (Susan, DEAC) ✓ 	Made progress on registration, cross-district collaboration, proposal for more district support. Move calendar/sharing of events to next year (in VRC?)

		<ul style="list-style-type: none"> • More opportunities to get beyond our silos, collaborate across functions 	<ul style="list-style-type: none"> ○ Update calendar of events on PD website with trainings available college and district-wide. (Susan) ○ Consult with District flex coordinators about a shared calendar ✓ ○ Share events as much as possible on District Flex Days (and possibly part of College Flex Days) ✓ ○ Professional development opportunities at Flex Day that bring people together across functions ✓ ○ Propose increased support from the District for collaboration ✓ 	
Provide more engaging/transformational PD (not just trainings/specific skills)		<ul style="list-style-type: none"> • Maybe we could use the process of revising the 5-year PD Plan to re-imagine how we define PD at CSM, broaden our definition of PD? • Could maybe use process of revising the bylaws to reframe PD? 	<ul style="list-style-type: none"> • PD Working Group <ul style="list-style-type: none"> ▪ Peer Observation Pool? ▪ Big thumbs up for Alok as keynote speaker. ▪ CRPP Grant ▪ Adjunct PD symposium ▪ Pathways 	Made progress with CRPP grant, keynote speakers. Revised PD Plan should identify other opportunities to build out PD on campus.

		<ul style="list-style-type: none"> Improving assessment of PD fits within this 		
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	